

# ADMINISTRATIVE

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**INTERNAL USE ONLY** 9 NOV 1970

MEMORANDUM FOR: Equal Employment Opportunity Officer, Support Directorate

SUBJECT : Equal Employment Opportunity (EEO) Program Report to Civil Service Commission (CSC)

REFERENCE : Memorandum for Multiple Addressees from EEO Officer, Support Directorate, dtd 8 Oct 70, same subject

1. Referent memorandum requests progress reports from the addressees on the status of the Equal Employment Opportunity Program within their Offices and Career Services.
2. The Office of Personnel has certain responsibilities in the furtherance of EEO objectives for the Agency at large; a number of the actions we are taking in this regard are described in the latter portion of this report.
3. The first portion of the report is confined to those actions taken within the Office of Personnel and the SP Career Service; the information is provided in the format suggested in referent memorandum.

Resources:

Four Placement Officers in the Staff Personnel Division have been assigned as Equal Employment counselors for the Agency at large under the provisions of Headquarters [redacted]. Within the central Office of Personnel, and for the Personnel Career Service, the Career Management Officer has been assigned specific EEO responsibilities. All of the above officers have been instructed in Equal Employment Opportunity policy and procedures required under Executive Order 11478 and are familiar with all Agency regulatory material concerning the implementation of this policy and these procedures.

Recruitment:

During the past several years the SP Career Service has been successful in meeting its non-clerical requirements through internal recruitment within the Agency rather than through external (outside the Agency) recruitment efforts. For the most part, internal reassessments have been at the GS-07 through GS-09 levels. This practice of meeting our needs from within the Agency has resulted in greater opportunities for women simply because within the Agency more women than men are available for (or seek) reassignment at these grade levels. External recruitment, on the other hand, would probably be less favorable to female applicants. However, it is indeed possible that our efforts have been overly favorable to women. Present Career Service strength figures show that more than 90% of our employees in grades GS-07 through GS-09 and 40% of our employees in grades GS-10 through GS-12 are women.

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## Utilization of Present Skills:

Junior professionals who are brought into the Personnel Career Service are given professional testing to determine their interests and general capabilities. In our assignment program we have concentrated our efforts on these interests and capabilities to the extent that women or members of minority groups successfully participate in nearly all professional activities conducted by the Office of Personnel.

## Upward Mobility (Training, appointments, promotions, reassessments):

Within the Personnel Career Service there are four GS-14 female employees, each of whom has received substantive training (including the mid-career course in two cases) related to higher positions. In grades GS-11 through GS-13 there are forty minority employees and women (approximately 30% of our total strength in these grades) and, of these 40 employees, roughly 1/3 have received substantive training.

In the area of appointments, several of the above employees have served on task forces and committees and two have been appointed members of the Personnel Career Service Panel.

The fact that there exists in the GS-11 through GS-14 grades such a large percentage of women and minority employees is a reflection of a conscious effort to give equal promotion consideration to all our Careerists. Moreover, our reassignment efforts have been equally significant in that 40% of these employees in grades GS-11 through GS-14 presently hold positions at the Branch Chief or Deputy Branch Chief level or higher.

## Supervisors and Managers:

The Director of Personnel has addressed himself to the policy and procedures of the EEO Program on a continuing basis at his staff meetings. In addition, the Director of Personnel has sent to all personnel officers in the Agency specific instructions regarding employee rights under the EEO Program. In this memorandum he has charged each personnel officer with the responsibility to review all fitness reports originating in his component to insure that none is processed which may be in variance with the principle that no mention will be made of any individual seeking counsel or lodging complaints under the procedures of the EEO Program. Regulatory issuances (Headquarters [redacted] are distributed on an all-employee basis and all employees have direct access to them through administrative channels following publication.

## Evaluation and Reports:

Within the Office of Personnel we are currently reviewing the background and record of each Negro employee in the SP Service to evaluate the appropriateness of current placement and to identify potential for development. This review is being conducted under the cognizance of the Deputy Director of Personnel for Recruitment and Placement.

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We are also considering on a periodic basis the professional level SP positions which might be filled suitably by a minority group employee. This is being done by the SP Career Service Board which meets at least twice monthly.

Reports of the two above efforts are made to the Director of Personnel on a non-scheduled basis. Reports are made orally at meetings held twice a week with his four senior officers, and in the written minutes of the Career Service Board Meetings provided after each meeting.

4. The above information reports the activities conducted within the central Office of Personnel and the Personnel Career Service. The following section of this report includes information on what the Office of Personnel is doing or has done in furtherance of EEO objectives for the Agency as a whole.

a. The Director of Personnel appraises the Agency's personnel program on a continuing basis to ensure that recruitment and placement are compatible with the principles of EEO.

b. Four Placement Officers in Staff Personnel Division serve as EEO Counselors, to receive complaints, investigate allegations of discrimination, and to offer solutions on an informal basis.

c. Personnel officers, in working with components to develop staffing plans, act to ensure that plans include provision for employment of women and members of minority groups whenever possible.

d. Recruiters are under instruction to seek well-qualified women and minority group members as junior officer candidates, particularly for the Career Training Program. (Note: Of  professional EOD's in FY '70,  or 23%, were women.)

e. The Coordinator for Co-op Programs is making a special effort to increase minority group participation in Co-op and Intern programs. He will visit at least 5 predominantly Negro colleges in FY '71, and has solicited referral of minority candidates from other schools.

f. We are continuing to recruit marginally skilled employees and to upgrade them through training. Recruitment is done through community action program sources in the Washington area. We brought in 17 last summer, and a second class of 11 is now in training.

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g. With respect to on-board employees, we are evaluating the utilization of Negroes to see whether placement and progress appear reasonably good and commensurate with qualifications. Thus far in FY '71 we have reviewed the files of 165 people, selected at random from the total of 280 GS employees at GS-07 and above. Results are reported to management, and any questions raised are taken up directly with the component concerned. A similar review is being conducted of a large group of non-professional employees.

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h. An Agency [redacted] has been prepared for publication, to remind supervisors of their responsibility to assist the upward mobility of lower-level employees.

i. The Office of Personnel prepares an annual report, "Minority Group Study," concerning minority groups by Agency components and by grade and salary groups. This report goes to the Executive Director-Comptroller and the Inspector General. In addition, the Director of Personnel has recently reviewed Agency and Directorate facts and progress with the Executive-Director and the Deputy Directors. Directorate breakouts were provided and the Executive Director instructed the Deputy Directors to take positive action in assisting the upward mobility of lower-level minority group employees.



Robert S. Wattles  
Director of Personnel

Att

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